



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General, State Fire Marshal Arson Investigation Division #7 MLK Jr. Drive, Room 448 Atlanta, Georgia 30334	Application Number 83-7	
Application Number		Date Received JAN 12 1983	Date Completed JAN 19 1983
2. Person to Contact Barbara Driskell		Working Title Secretary-Investigation Division	Telephone Number 656-2064
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1965 Present	5. Records Series Title (followed by title used in office, if different) Owner/Occupant Index File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Fire Marshal is responsible for the prevention of the destruction of life and property by fire, panic from fear of fire, and explosion and related hazards as directed by the Georgia Safety Fire Act. The Arson Investigation Division is empowered with the Powers of Arrest and empowered to carry weapons to enforce the Arson Statutes under House Bill #1926. Investigators are called to examine a fire scene to determine the exact origin of the fire & whether or not it was an incendiary, or set, fire. If determined arson, they act as law enforcement officers with working local level authorities and they investigate to apprehend the perpetrators of the crime. Our men screen fire scene debris for incendiary devices, accelerants and foreign materials. They interview witnesses, compile investigative reports, furnish evidence of criminal acts to local District Attorneys, and testify to same in a court of law as expert witnesses.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining a cross-reference to the Case Action Investigation Reports File and to maintaining a continuing record of individuals involved in arson investigations for use in future arson investigation cases. Included are: 4"x6" index cards containing names of owners, occupants, witnesses, and subjects involved in fire losses investigated by the Arson Investigation Division of the State Fire Marshal's Office File is arranged: alphabetically by last name of individual.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>15</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>10</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ *File drawers with center divider; two rows of 4"x6" cards in each xxx file drawer. Annual accumulation approximately 4 rows or 2 drawers.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 75 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These files are used in arson investigations to cross reference individuals to determine an individual's repeated involvement in fire loss incidents of suspicious nature.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Hold in current files area for 75 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Joe Thiel</i>	1-11-83	<i>Fred Anderson</i>	1-11-83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>Wm. H. Jones</i>	1-14-83
		Secretary of State/Designee <i>Edward Weldon</i>	1-11-83
		Attorney General/Designee <i>Samuel H. Hays</i>	1-17-83